

Purpose

The Utah Department of Transportation encourages its employees to improve job performance and increase career potential by taking various courses of study on their own time.

Policy

The Department agrees to provide financial assistance on a reimbursement basis to those employees who successfully complete approved courses, to the extent of 75 and a 100 percent of the cost of tuition or registration fees only. Any additional fees such as rental fees, laboratory fees, text books or other items necessary to the course work will not be subject to reimbursement.

All non-seasonal or temporary employees of the Utah Department of Transportation are eligible to participate in the tuition aid plan on an equal employment opportunity basis without regard to race, color, religion, sex, nation origin, religion, disability or age.

The following criteria are established to determine whether or not a course is subject to reimbursement.

1. The course must be taken on the employee's own time, outside of working hours. If courses are taken during working hours, arrangements will be made with the employee's leader to make up the time taken for classes during the week of the classes.
2. The type of course must be approved as being beneficial to both the employee and the Department. Courses recognized will be limited to those subjects directly related to employee's present or likely future assignments, these courses will be reimbursed 100%. If the course is not directly related to the employee's job but approved by the employee's leader, and it is a benefit to the Department, the employee will be reimbursed 75%.
3. The courses must be given by a recognized and approved institution or organization. This would include:
 - a. colleges and universities
 - b. trade schools and associations
 - c. professional societies and associations
 - d. business schools
 - e. correspondence schools
4. To be eligible for reimbursement, each course must be approved by the Leader, and the Human Resource Development (HRD) Training Manager prior to enrollment in the class.

5. The employee must complete all courses with a satisfactory grade of “C” or better or equivalent. If the grade is deemed unsatisfactory, no reimbursement will be made.
6. A maximum of \$1500.00 may be authorized for an employee in any 12 month period.
7. Tuition aid is not a right. Approval is dependent on availability of funds and management decision to improve an employee’s job skills.

EDUCATIONAL ASSISTANCE

8. Educational Assistance is provided to employees who are seeking a degree that is beneficial to the Department. Educational Assistance for a degree will be reimbursed at 75% for all classes if funding is available and approved by the Training Committee with the maximum of \$1500.00 in any 12 month period. Employee’s interested in obtaining a degree would follow the same procedure as Tuition Aid.

Background

This policy and procedure is in compliance with the Department of Human Resource Rules.

Procedures

Tuition Aid

UDOT 05C-80.1

Responsibility: Employee

Actions

1. Initiates request for tuition aid by contacting his/her immediate leader and discusses it with him/her.

Responsibility: Immediate Leader

2. Gives approval to employee for proceeding with application for tuition aid by writing a letter stating that it is job related, including all math, English, computer courses, or for the good of the Department.
3. Sends the information to the HRD Training Manager, approving the courses requested as being directly related to the employee's present or likely future assignments also as being beneficial to both the employee and the Transportation Department.

Responsibility: HRD Training Manager or designee

4. Furnishes employee with tuition aid contract form upon request.

Responsibility: Employee

5. Fills out and signs the contract
6. Submits the form to the HRD Training Manager with his/her immediate leader's signature.

Responsibility: HRD Training Manager

7. Evaluates the contract form as to completeness, authenticity and acceptability.
8. If found acceptable, signs the contract form and submits it to the Training Technician who sets it up on the computer system.

Responsibility: Employee

9. Proceeds to take the course(s) and complies with all terms of the tuition aid contract.
10. Upon completion of the course(s) submits proof of payment and report of satisfactory grades. If the grade is deemed unsatisfactory, no reimbursement will be made, and the contract will be returned to the employee.
11. Returns the Tuition Aid forms to the Training Technician completes the vendor payment voucher (VPR).

Responsibility: Training Technician

12. Prepares FI 48 "Employee Reimbursement/Earnings Request" (ER/ER).
13. Submits ER/ER to the HRD Training Manager for his/her approval and signature.
14. Makes copies of the paperwork and submits it to the Comptroller.

Responsibility: Comptroller

15. Reviews documents and processes paperwork for reimbursement to be included in the employee's check.